

**Appendix A:**  
**Alternative Licensure Application and Renewal Process**  
**(Revised August 2007)**

The employing school system will submit the state application for the respective alternative license to the Office of Teacher Licensing, with supporting documentation.

**I. In-State Alternative Licensure Programs**

**A. Application to Alternative Licensure Preparation Programs.**

1. Candidates will apply for admission to approved Type I and Type II Alternative Licensure Programs offered by institutions of higher education. General education core requirements shall be considered as met through the candidate's baccalaureate degree program.
2. Candidates will document that they have met the content knowledge requirement in one of the following ways: having an acceptable major in the teaching field, having at least 24 semester hours in the teaching field, or passing a Praxis II examination in the content area for the endorsement(s) sought.

**B. Application for Initial Issuance of an Alternative License.**

1. When applying for initial issuance of an Alternative License, the school system must submit to the Office of Teacher Licensing the following:
  - a. A completed state application for a Type I or Type II Alternative License that includes a statement signed by a Tennessee director of schools stating intent to employ the candidate;
  - b. Verification that content knowledge requirements have been met;
  - c. Official copies of the candidate's college transcripts; and
  - d. For Type I Alternative Licensure only, verification by the institution of higher education of enrollment in or admission to an approved alternative licensure program and completion of the orientation component.

**C. Renewal of Alternative License.** In order to renew an alternative license, the school system must provide a recommendation in accordance with local evaluation procedures and submit verification of the teacher's adequate progress in completion of the approved program of study offered by the institution of higher education.

1. Prior to the first renewal, the teacher holding the Type I Alternative License must have successfully completed the equivalent of six semester hours of course work from the approved program of study and taken all the Praxis II examinations, except the PLT, for the endorsement(s) sought.
2. Prior to the first renewal, the teacher holding the Type II Alternative License must have successfully completed the orientation component, the equivalent three semester hours of course work from the approved program of study, and taken all the Praxis II examinations, except the PLT, for the endorsement(s) sought.
3. The alternate license may be renewed no more than two times. The teacher must successfully complete the entire professional education core requirements before receiving an apprentice license. Renewal of existing A, C, and E licenses will not be approved beyond the 2008-2009 academic year.

## **II. Out-of-State and On-line Alternative Licensure Programs**

### **A. Application for Initial Issuance of a Type II Alternative License**

1. When applying for initial issuance of a Type II Alternative License, the school system must submit to the Office of Teacher Licensing the following:
  - a. A completed state application for a Type II Alternative License that includes a statement signed by a Tennessee director of schools stating intent to employ the candidate;
  - b. Verification that content knowledge requirements have been met;
  - c. Official copies of the candidate's college transcripts;
  - d. Verification the candidate has an affiliation with an out-of-state or on-line institution of higher education that is;

1. Regionally accredited and
  2. State approved for teacher education, by at least one state other than Tennessee, for the licensure endorsement program(s) and appropriate grade level range for the Tennessee endorsement(s).
- e. Verification of the school system's commitment to provide mentoring.

**B. Renewal of Alternative License.** In order to renew a Type II Alternative License, the school system must provide a recommendation in accordance with local evaluation procedures and submit verification of the teacher's adequate progress in completion of:

1. The requirements of an out-of-state or on-line state approved alternative licensure program or alternative route program; or
2. The eleven Tennessee Professional Education Core competencies; and
3. Taken all the Praxis II examinations, except the PLT, for the endorsement(s) sought.